AN AASIS TRAINING GUIDE

Employee Self Service

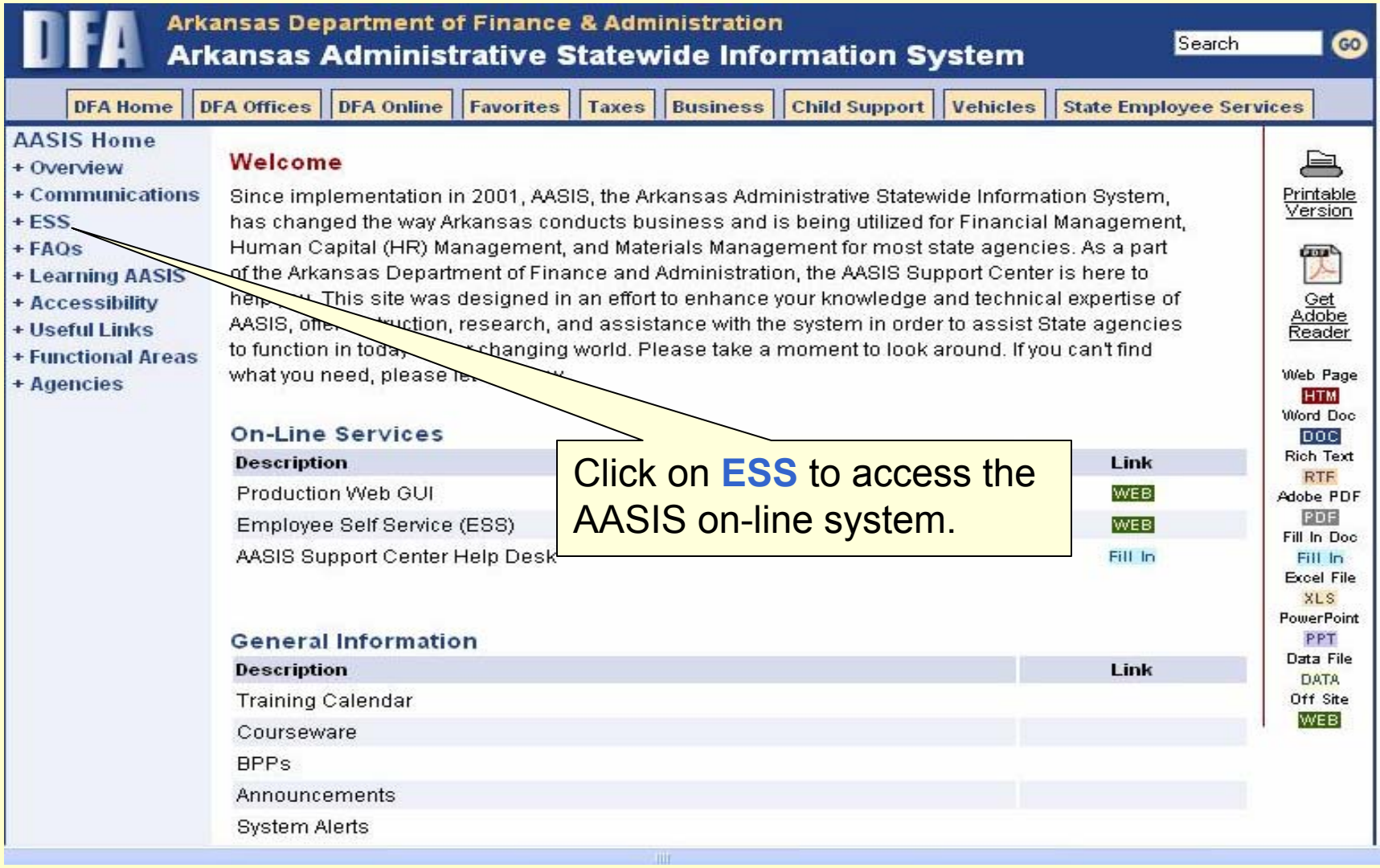
BEST IF PRINTED IN SLIDE VIEW

AASIS Support Center/DiAnnette Scott
May 2005

Employee Self Service

- To access *Employee Self Service*, go to the AASIS Web Site at http://www.arkansas.gov/dfa/aasis/ and click **ESS**

Employee Self Service



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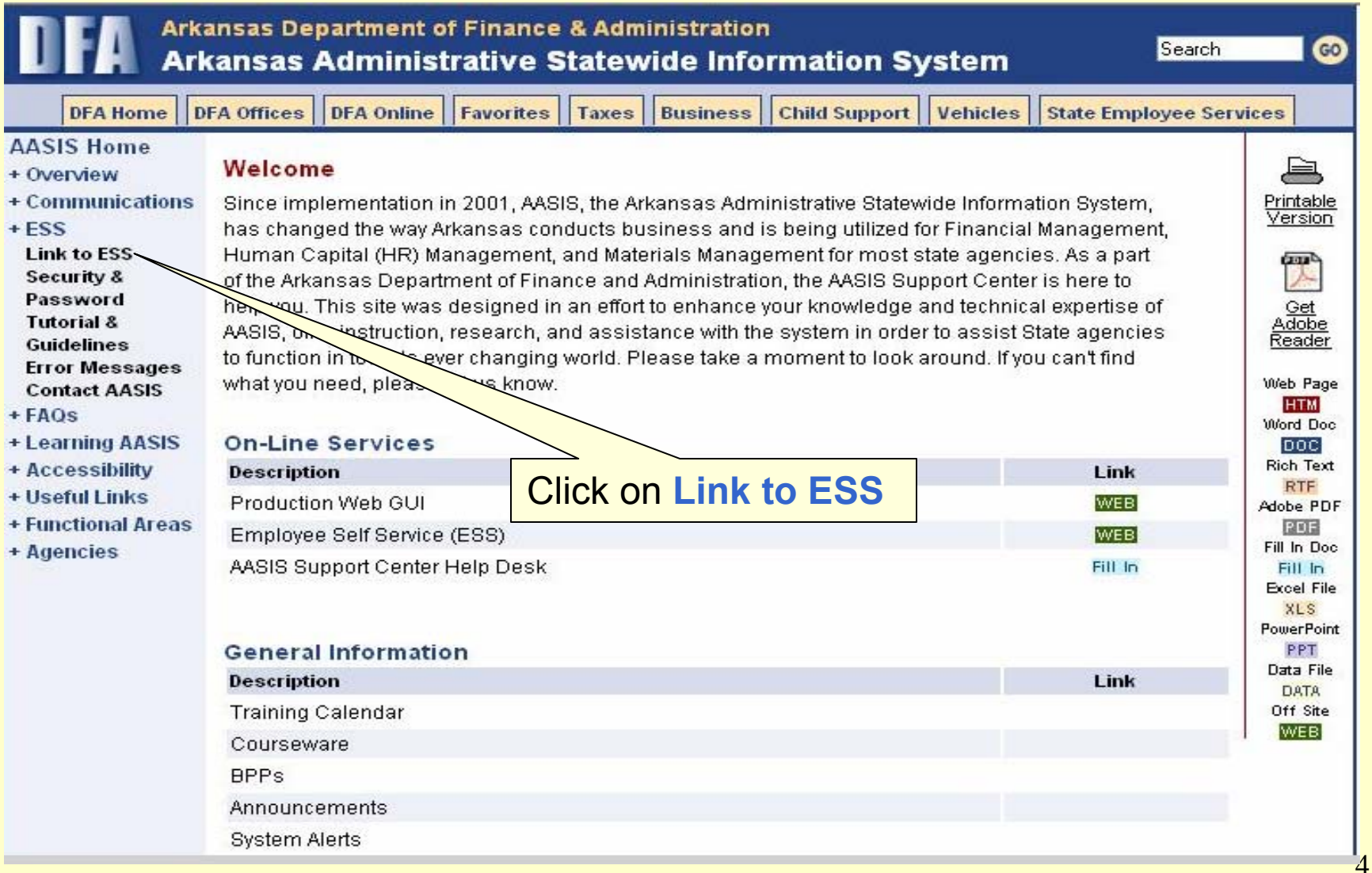

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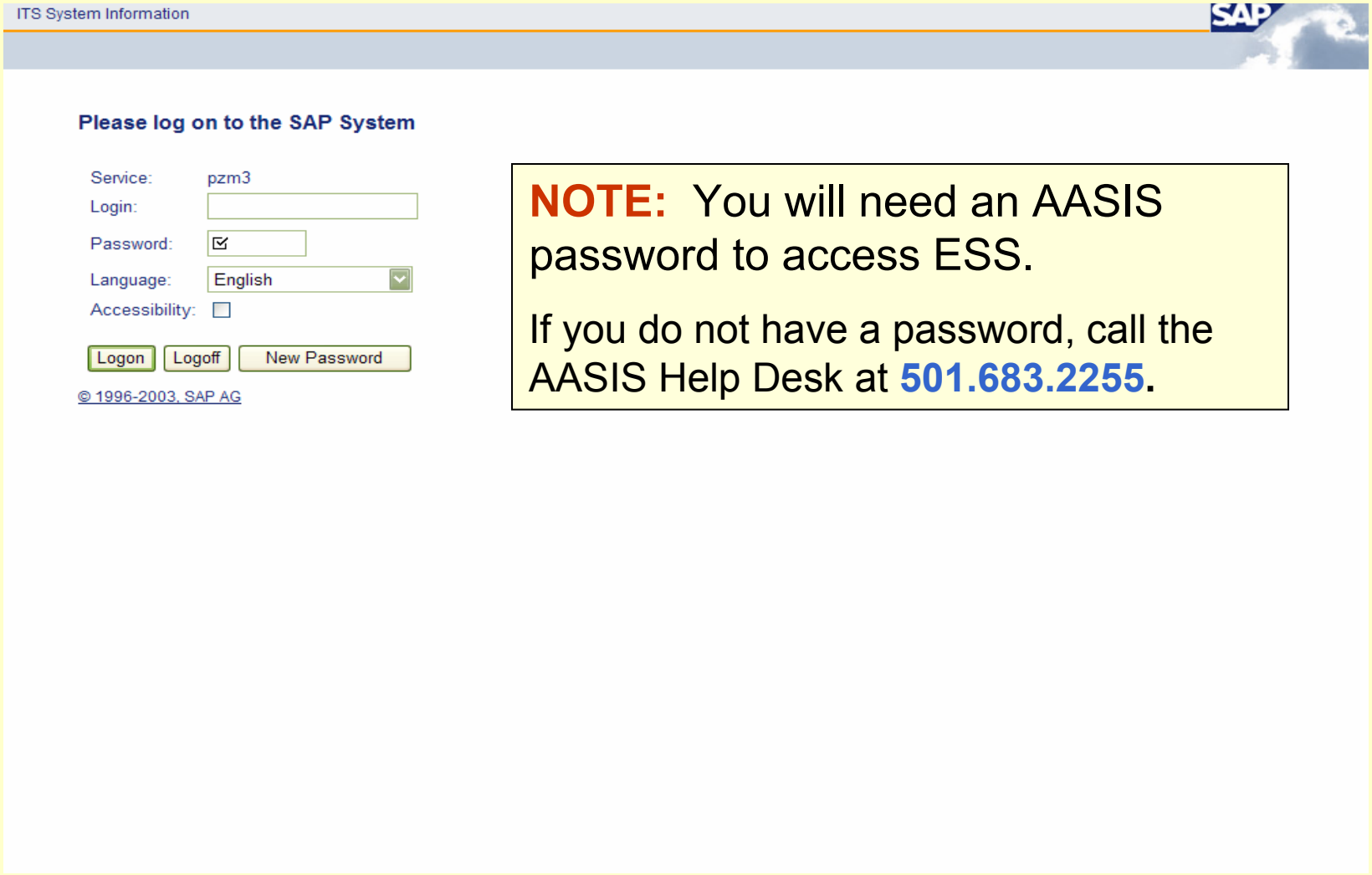

NOTE: You will need an AASIS password to access ESS.

If you do not have a password, call the AASIS Help Desk at **501.683.2255.**

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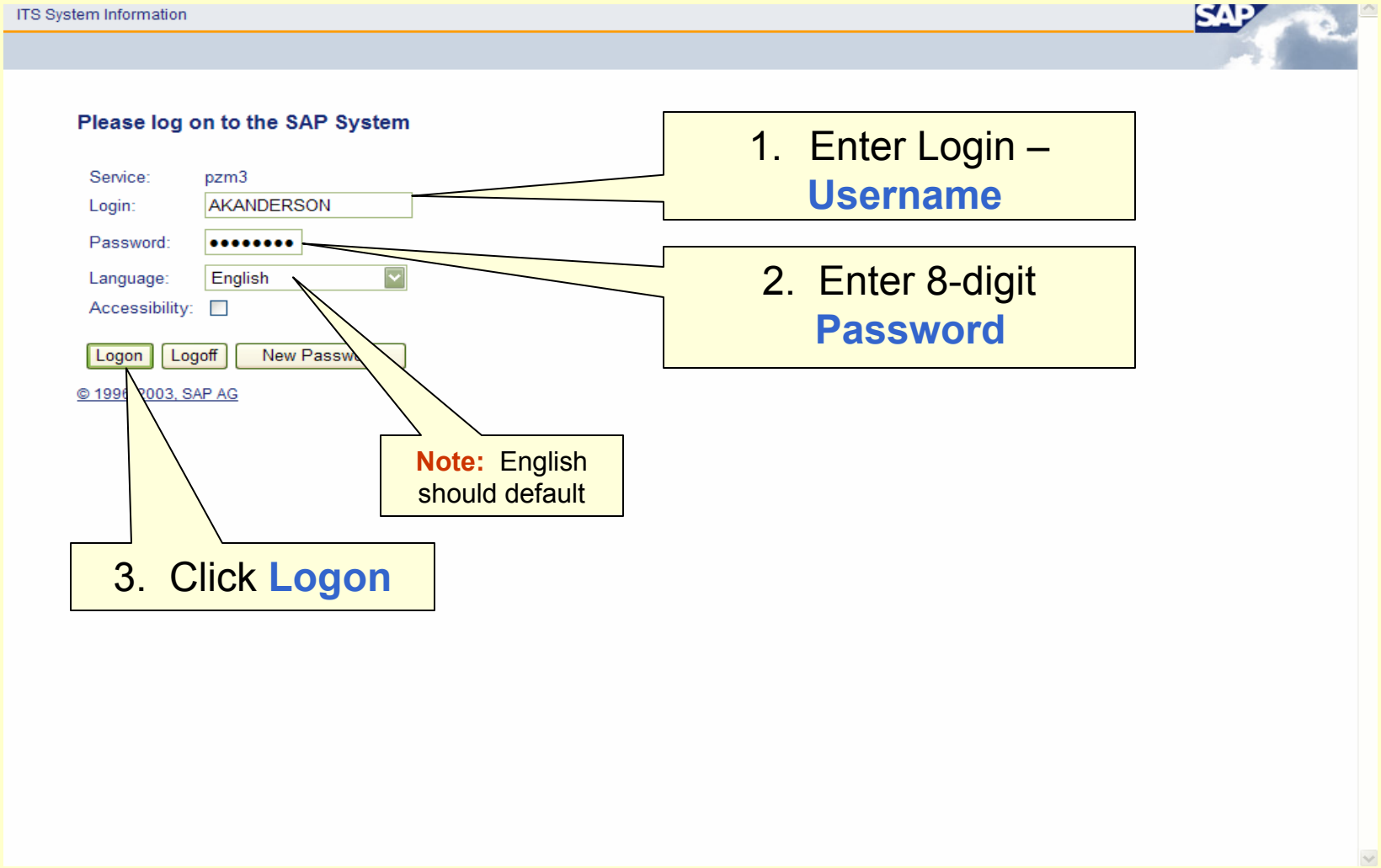

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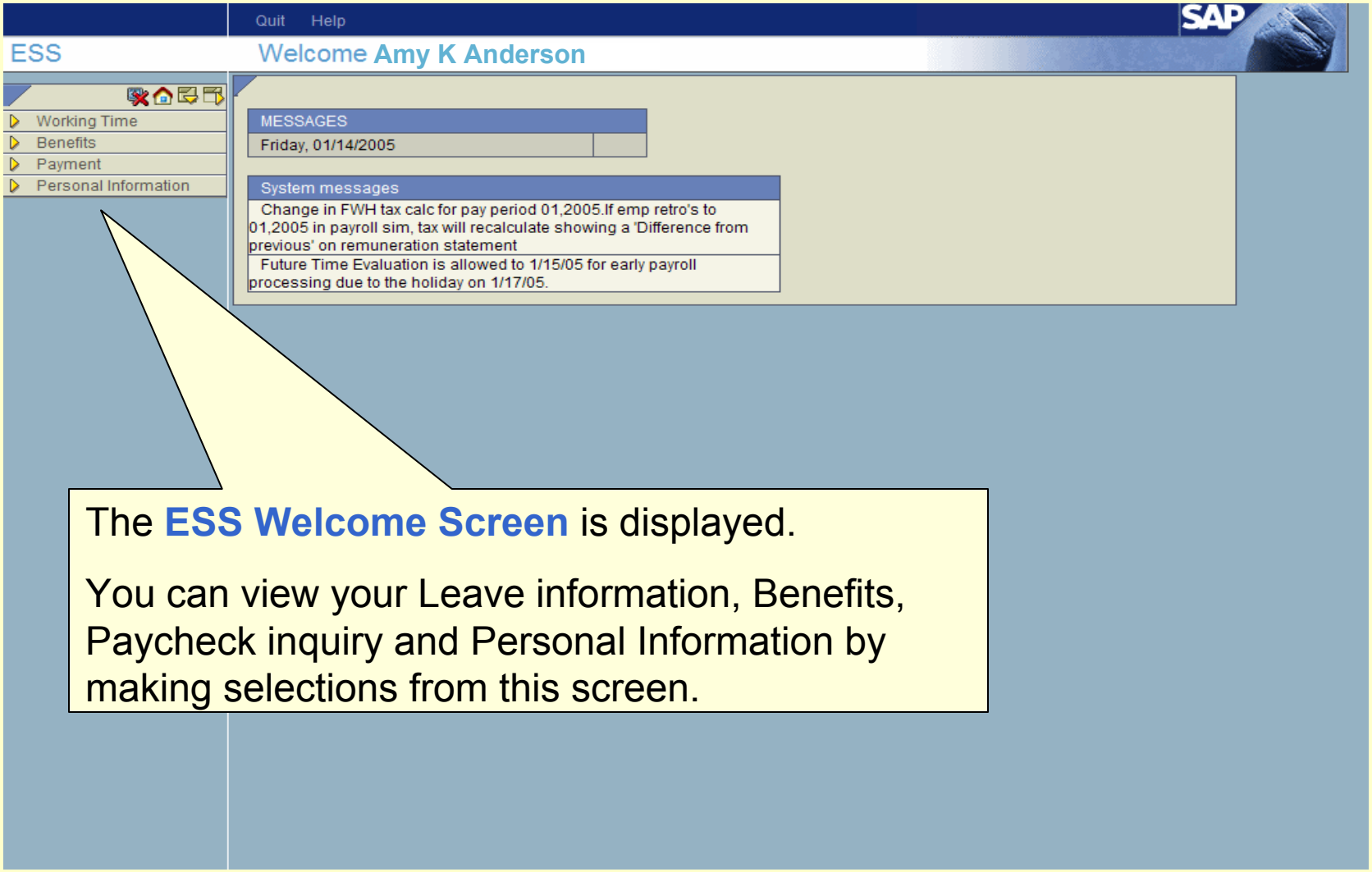

The **ESS Welcome Screen** is displayed.

You can view your Leave information, Benefits, Paycheck inquiry and Personal Information by making selections from this screen.

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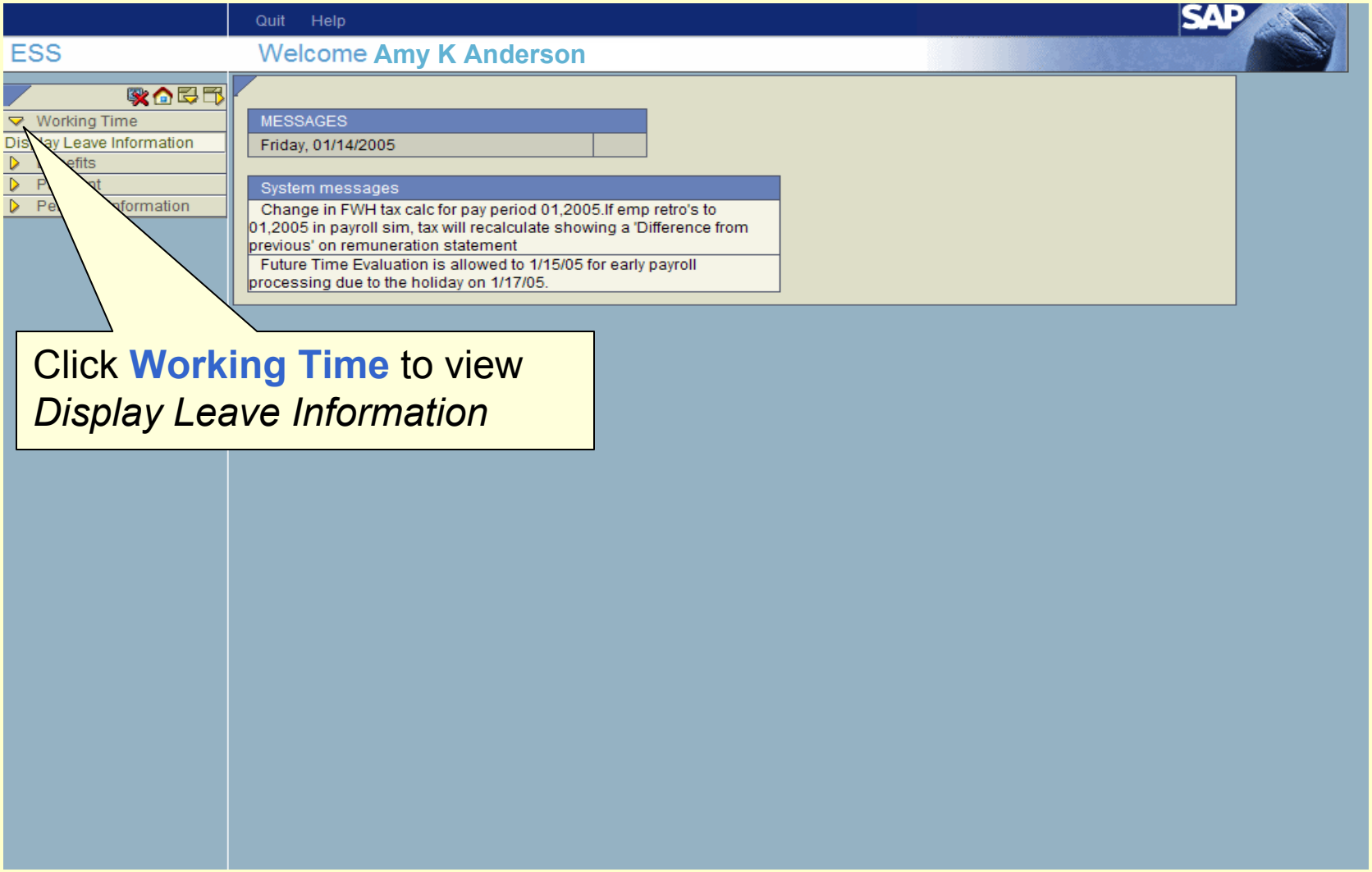

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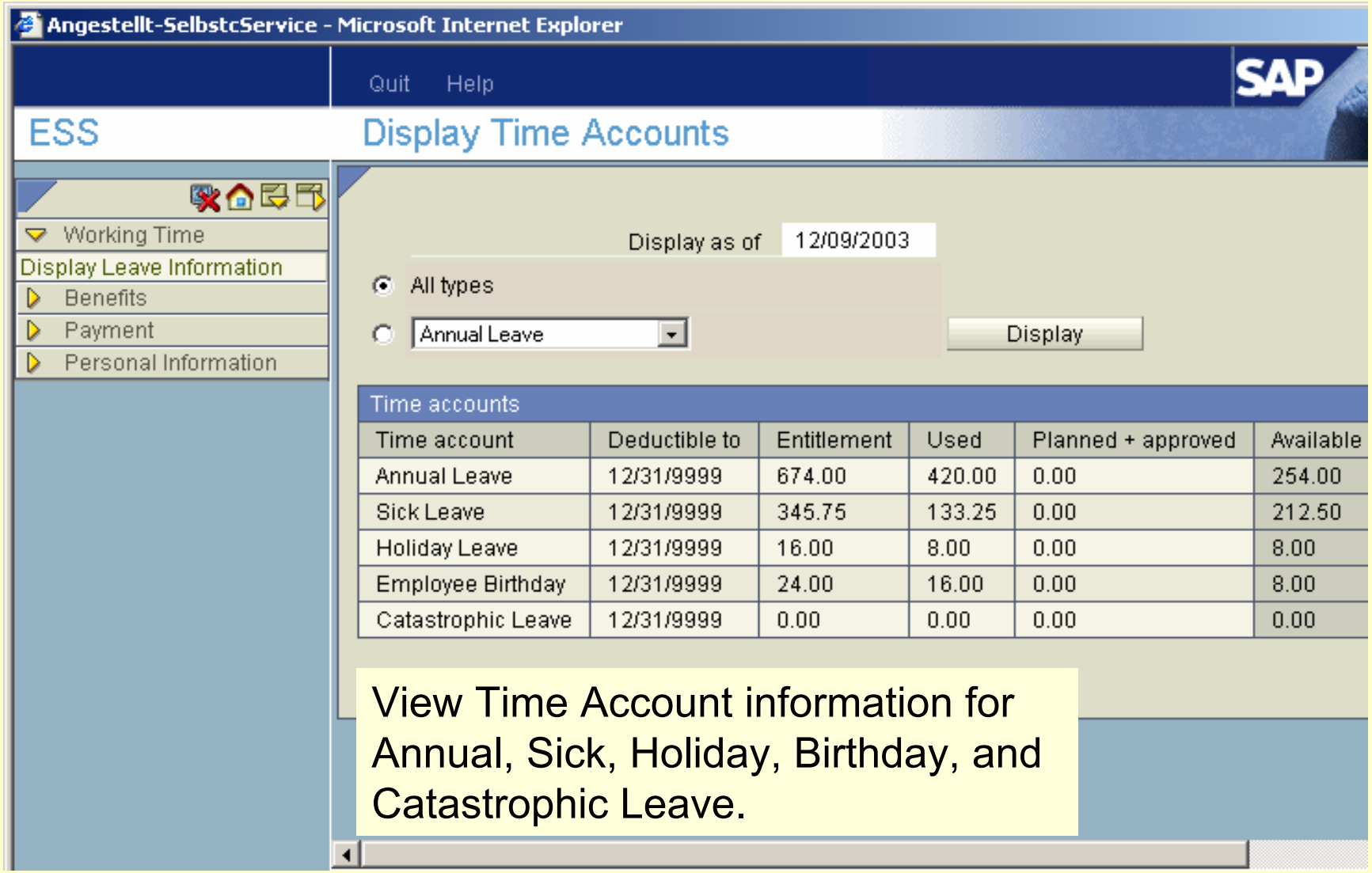

View Time Account information for Annual, Sick, Holiday, Birthday, and Catastrophic Leave.

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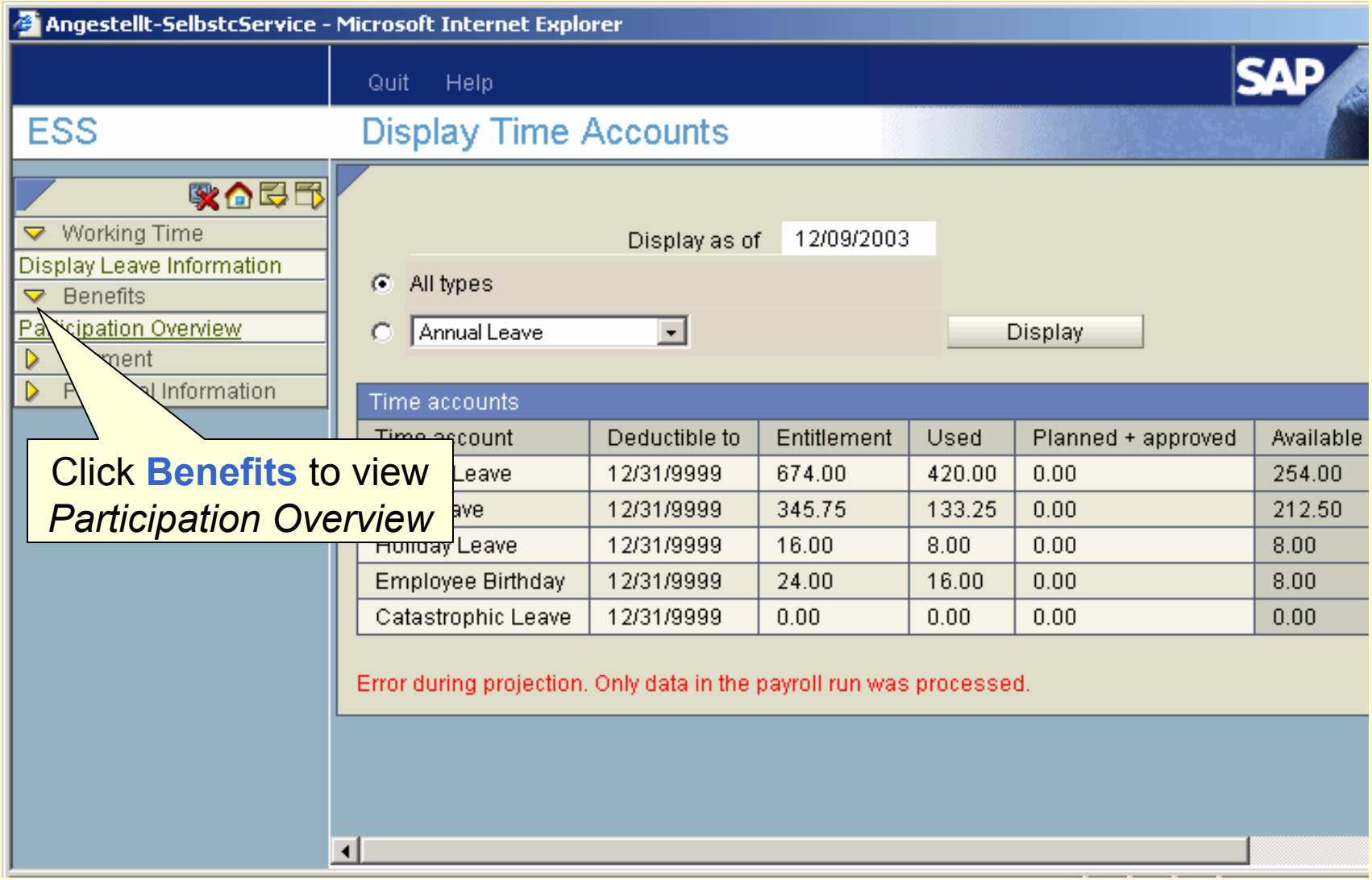

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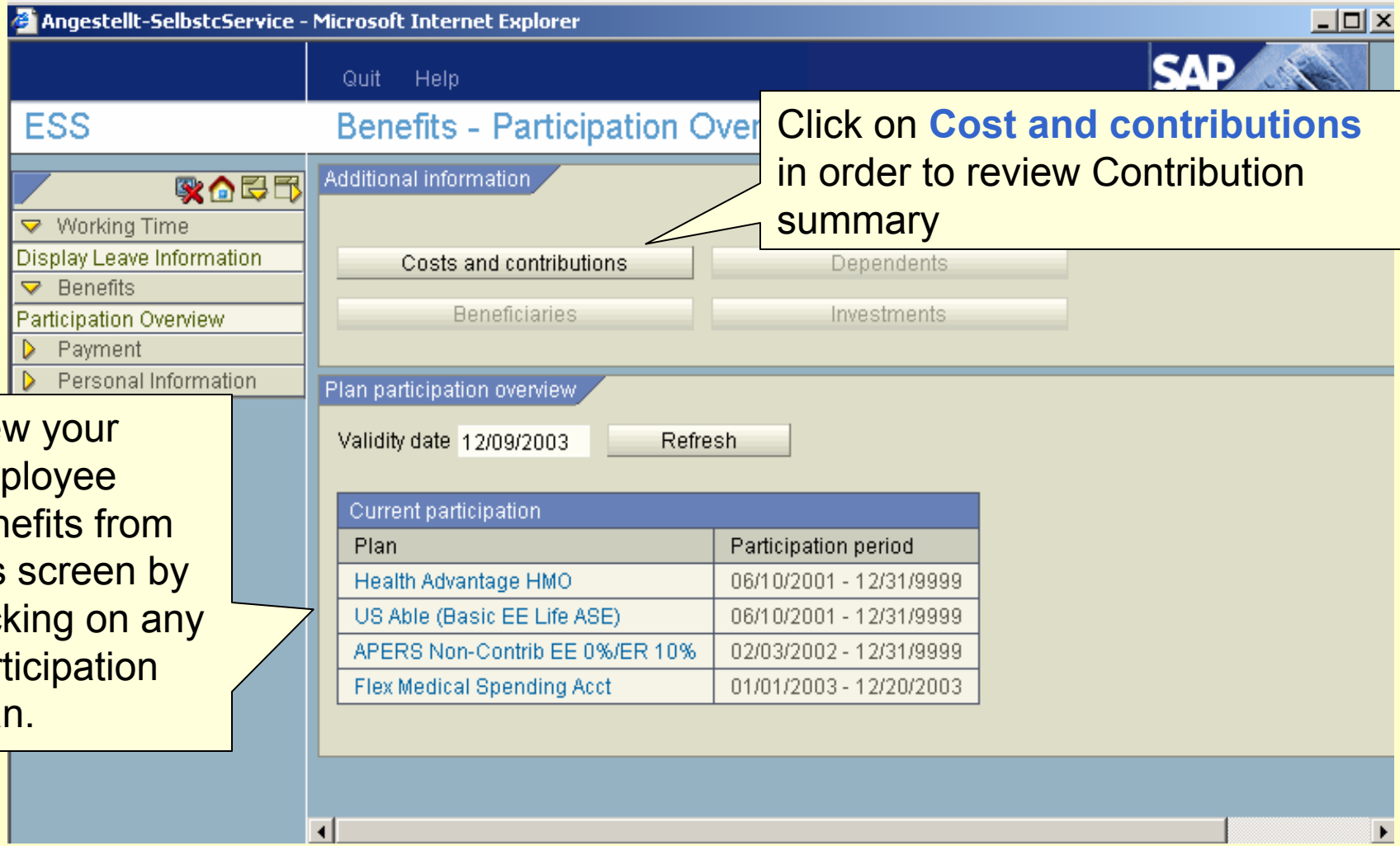
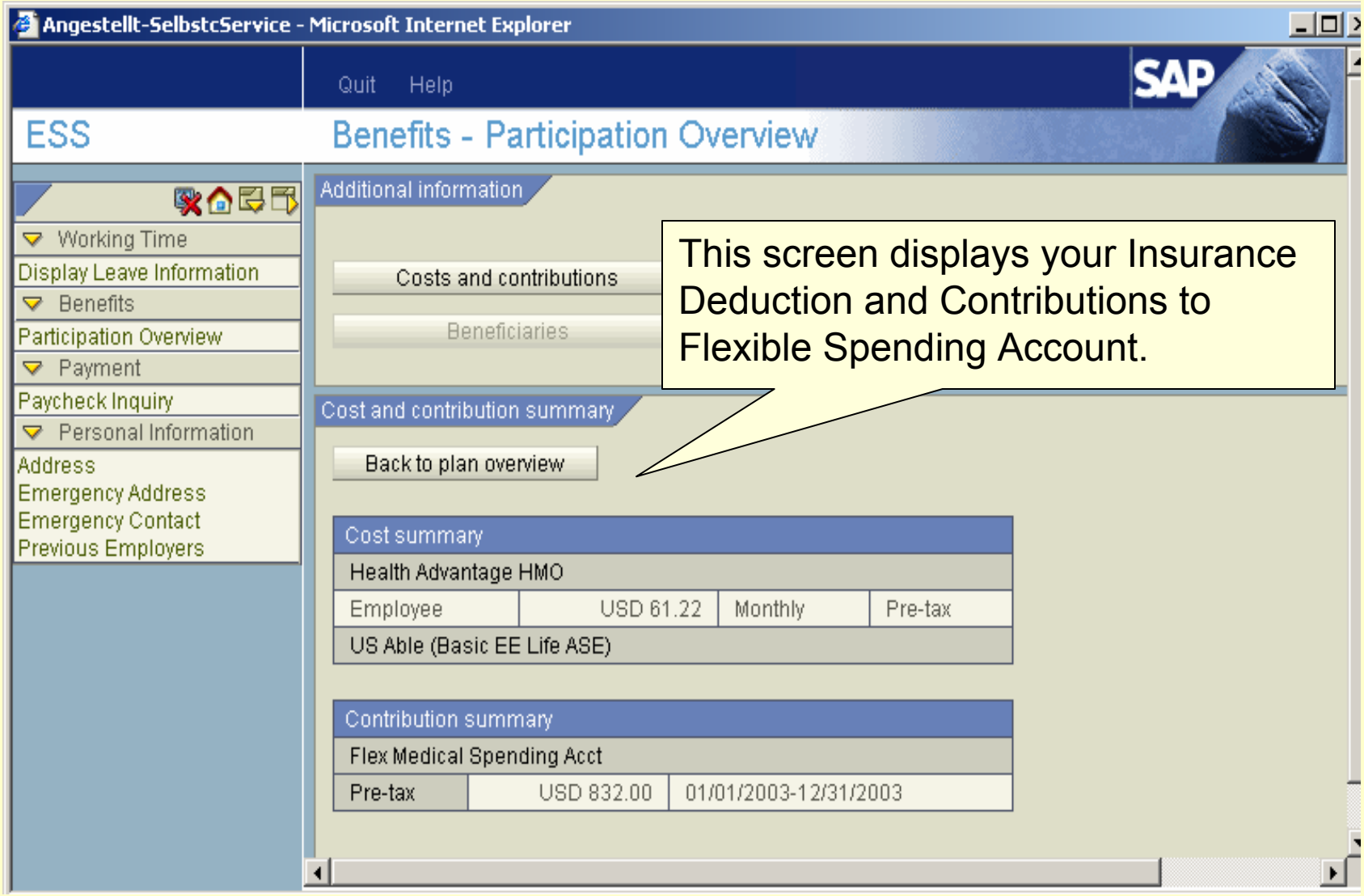


Click on **Cost and contributions** in order to review Contribution summary

View your employee benefits from this screen by clicking on any participation Plan.

Employee Self Service



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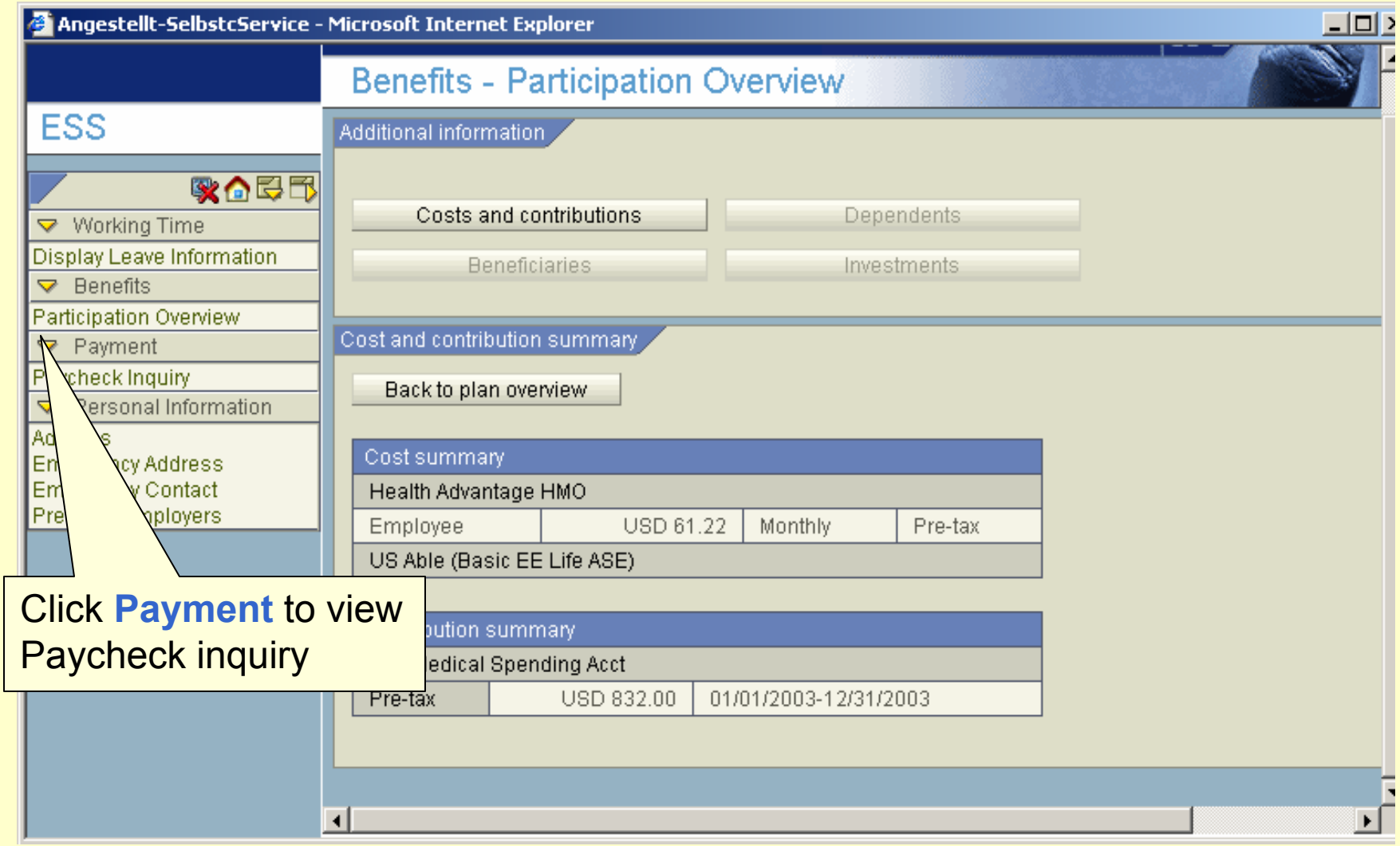

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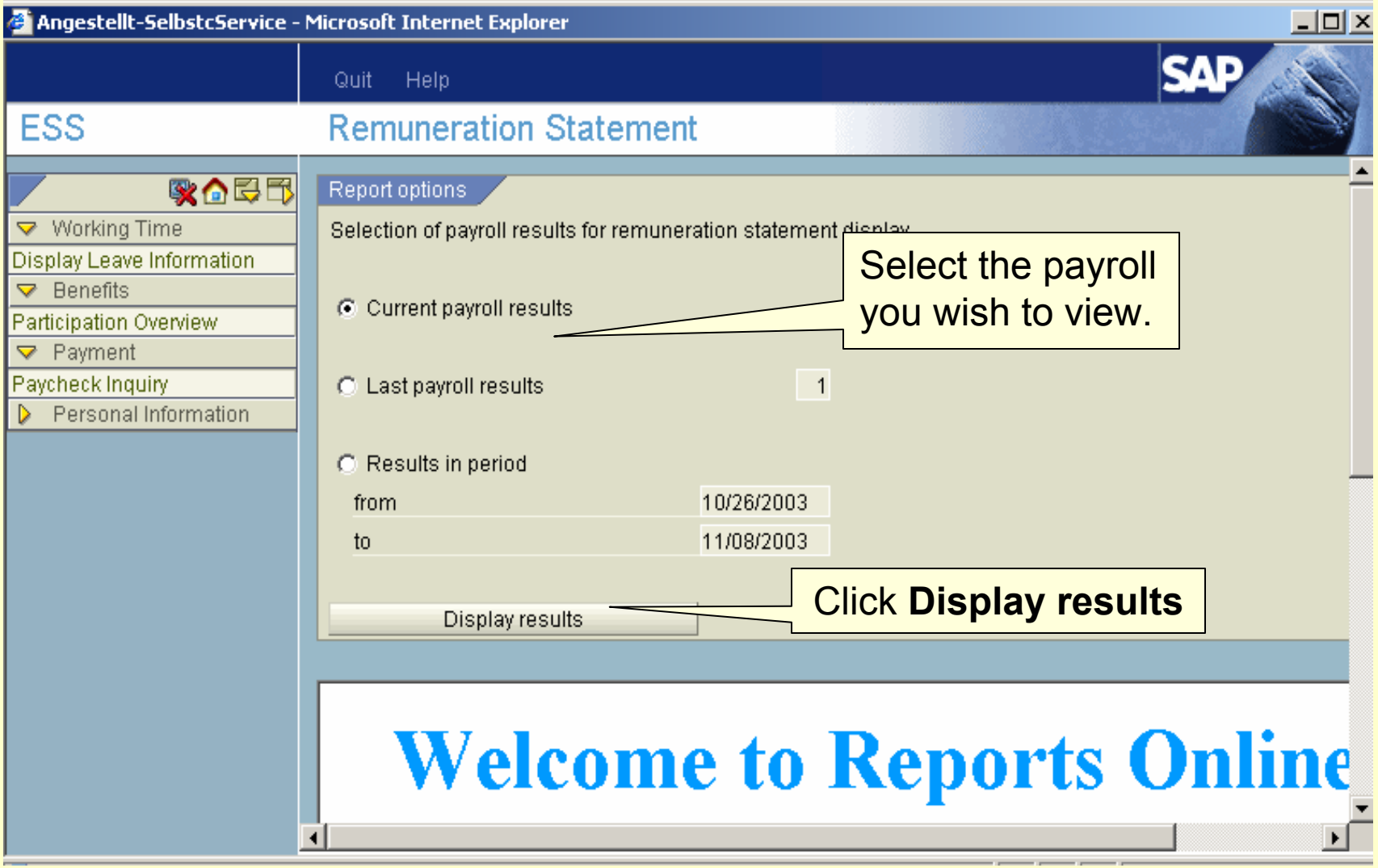

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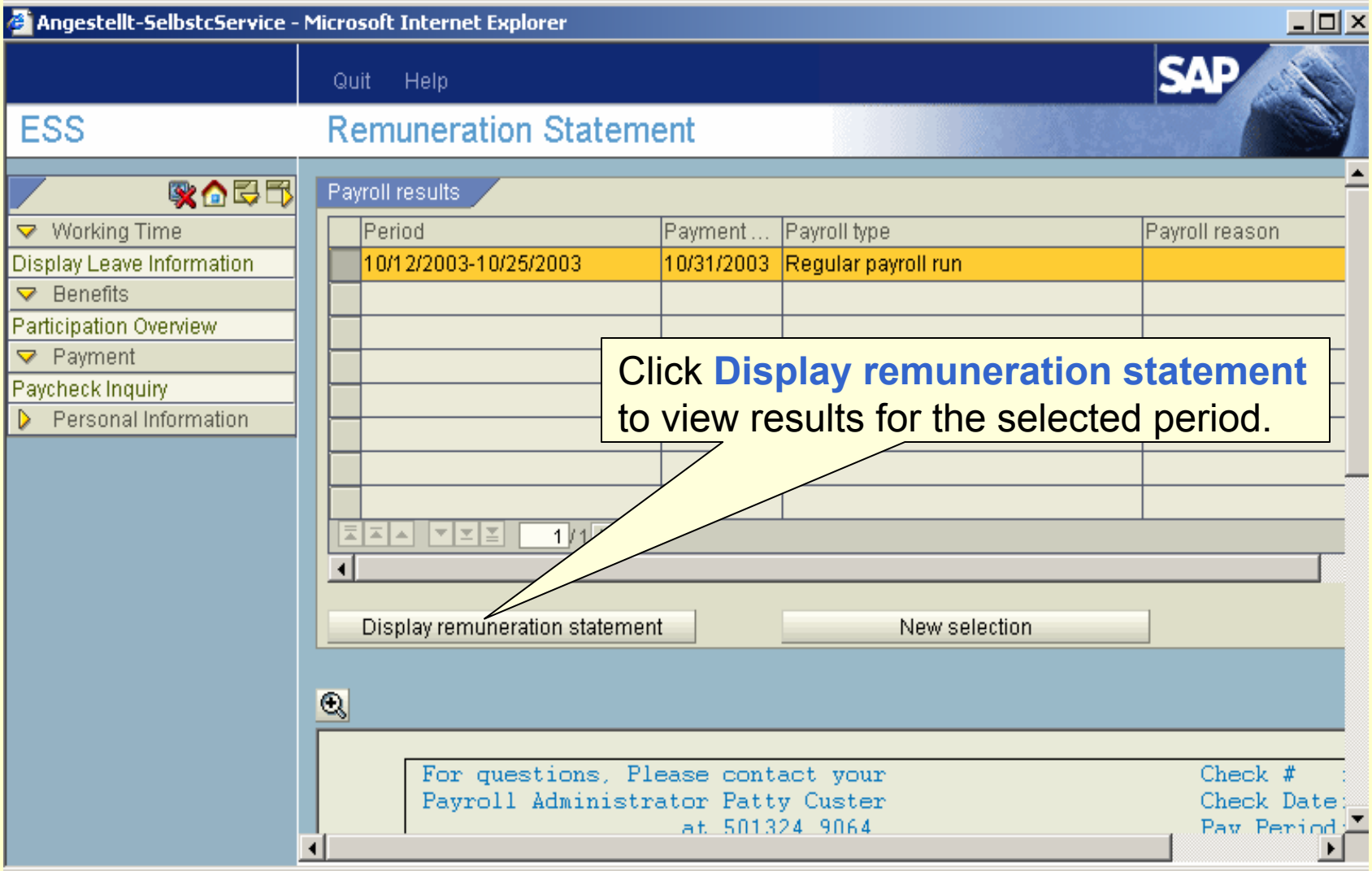

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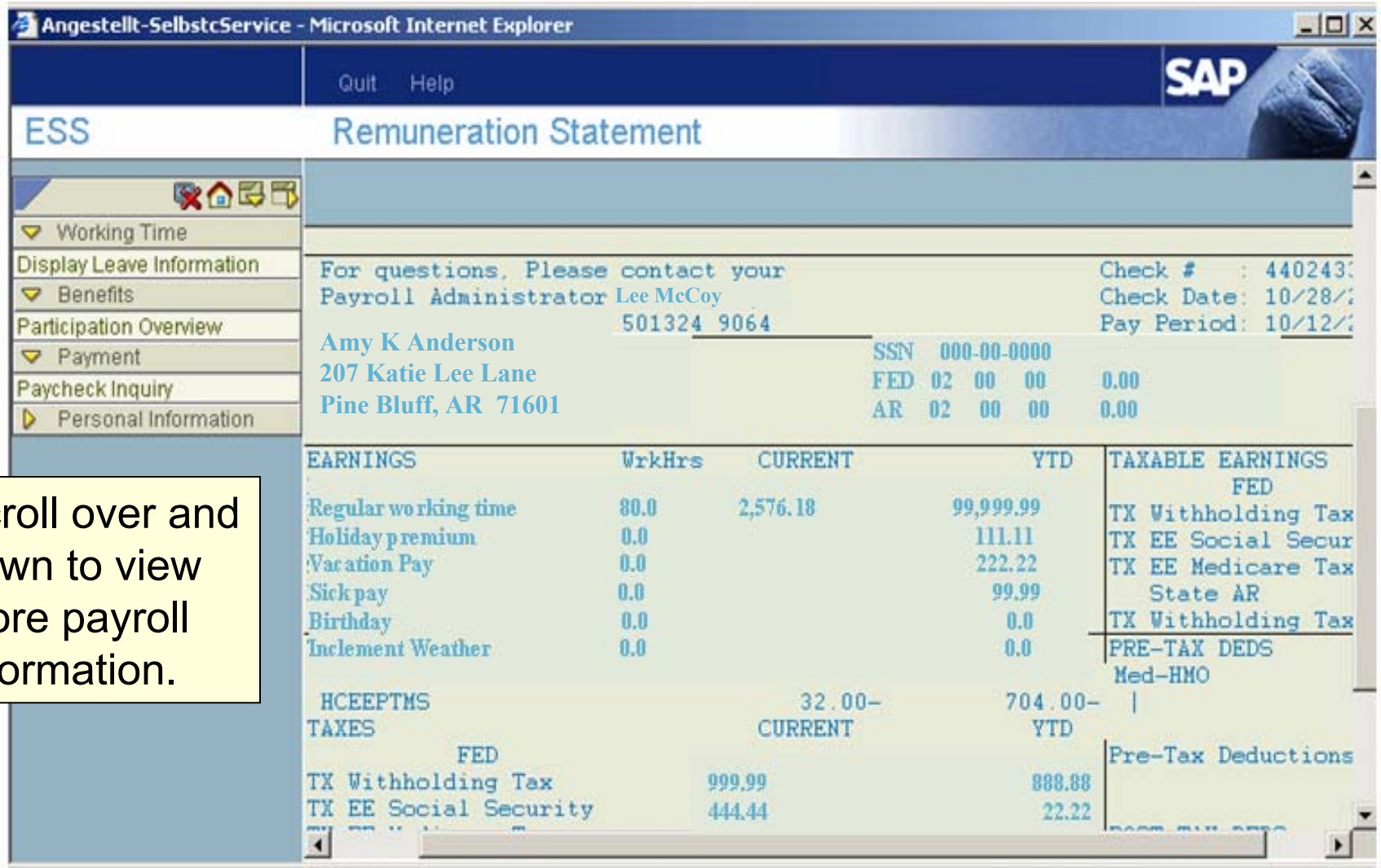

Scroll over and down to view more payroll information.

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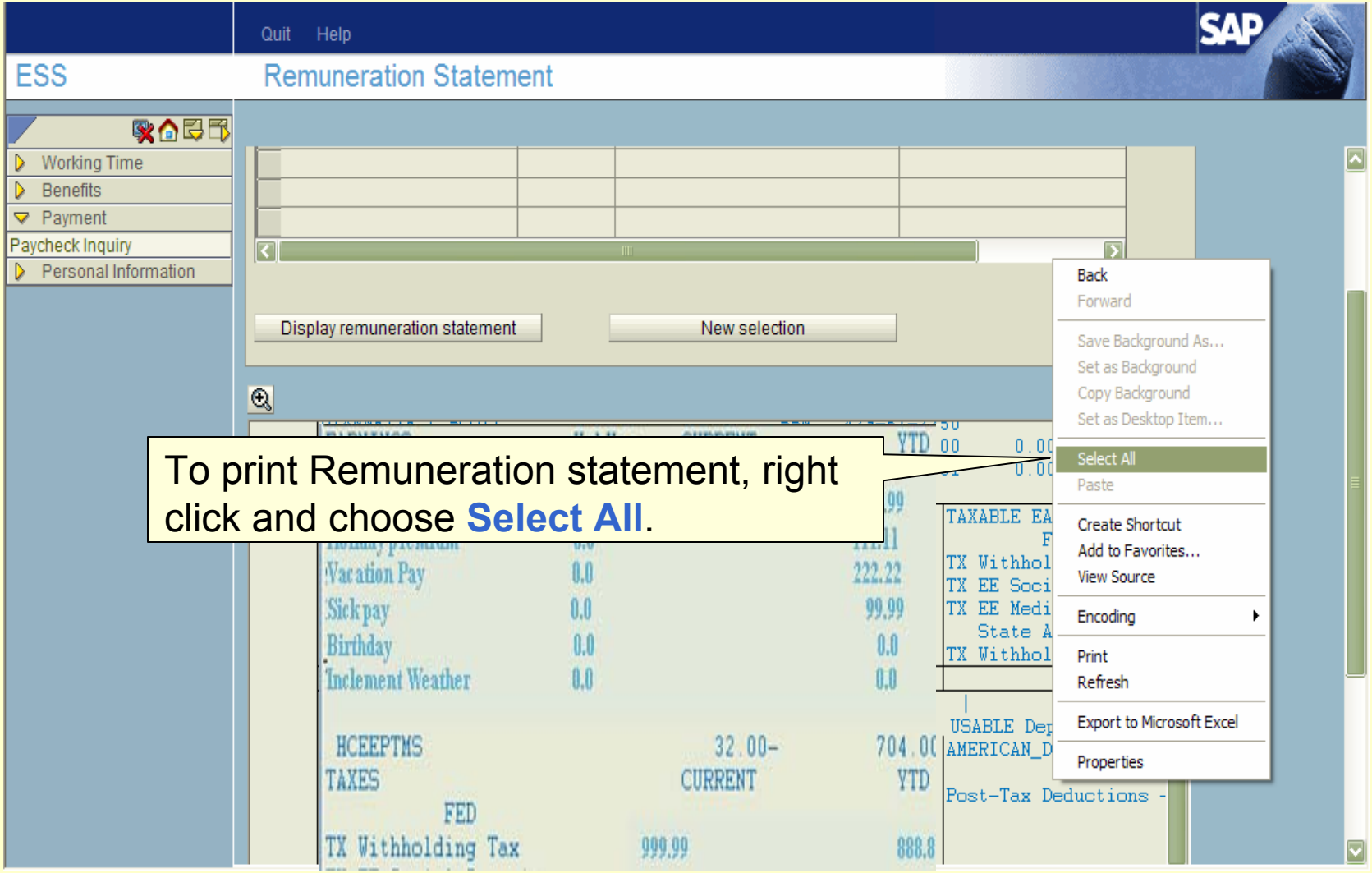

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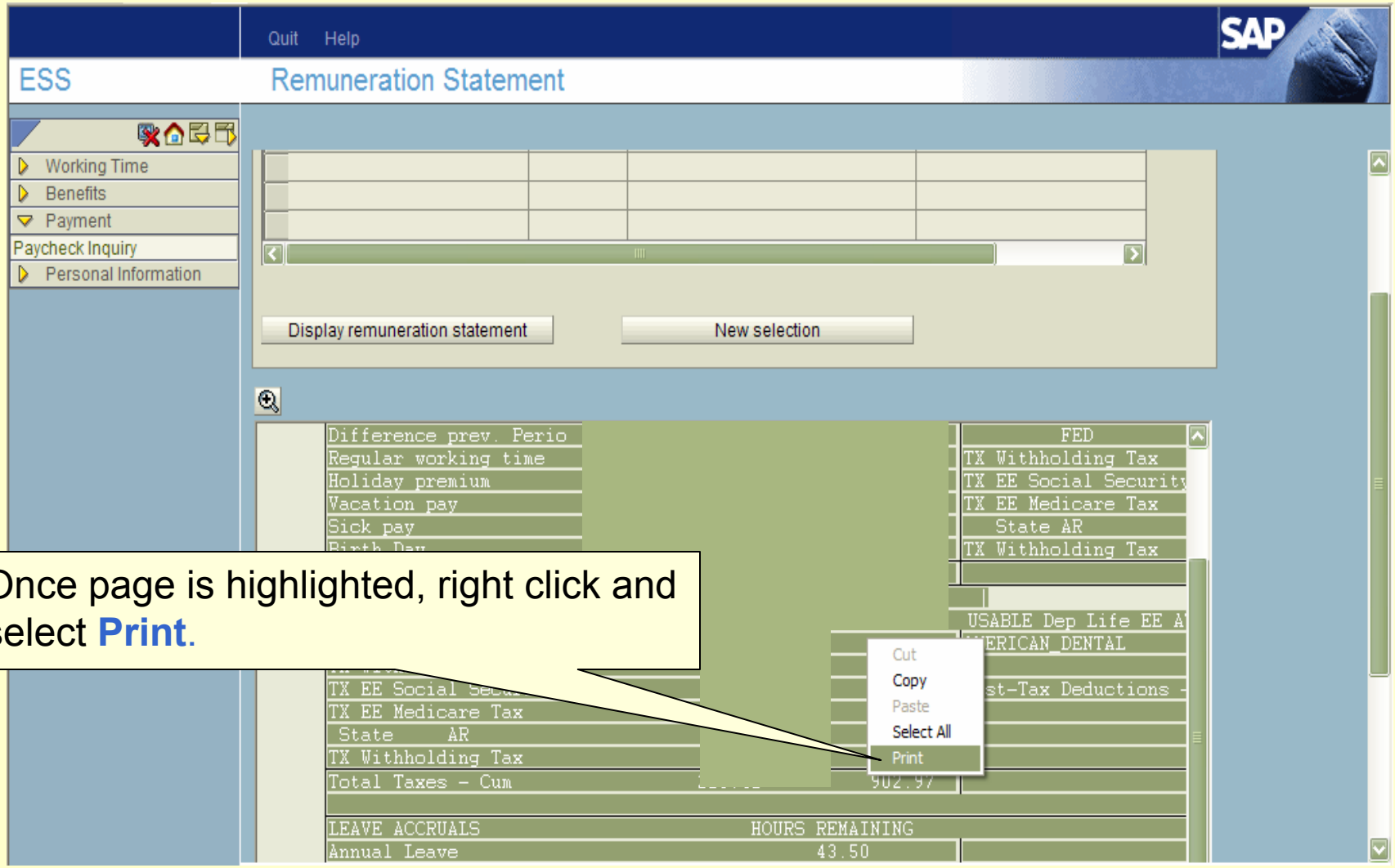

Once page is highlighted, right click and select **Print**.

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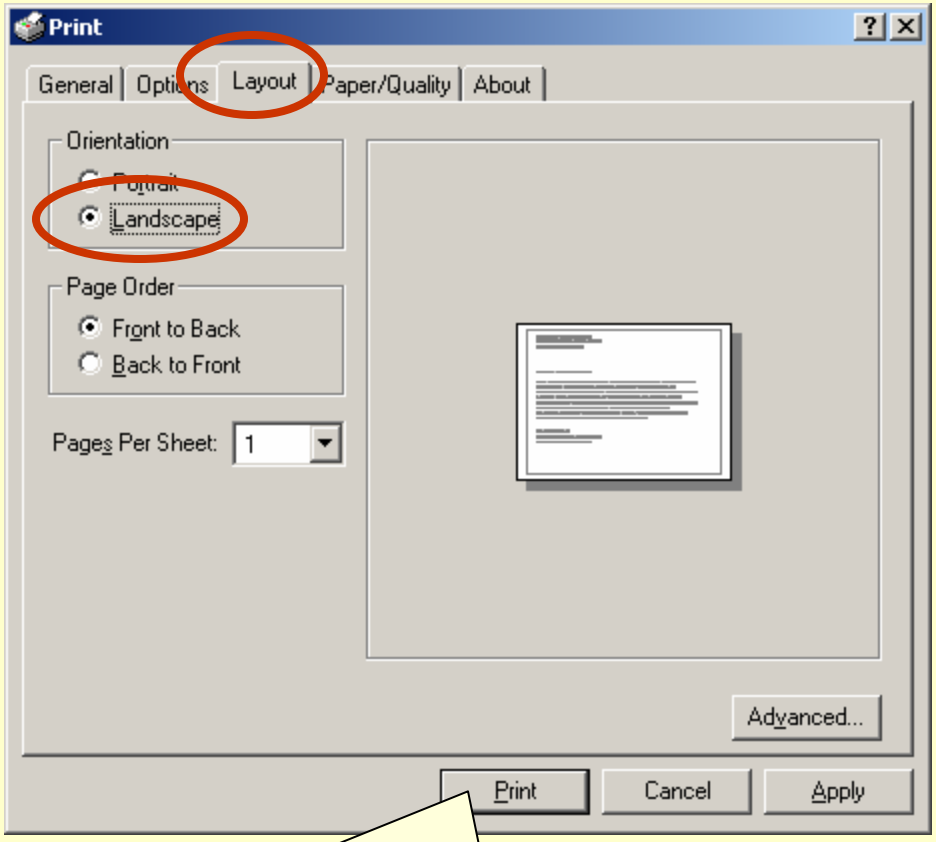

Choose the **Layout tab** and select **Landscape** Orientation.

Select **Print**.

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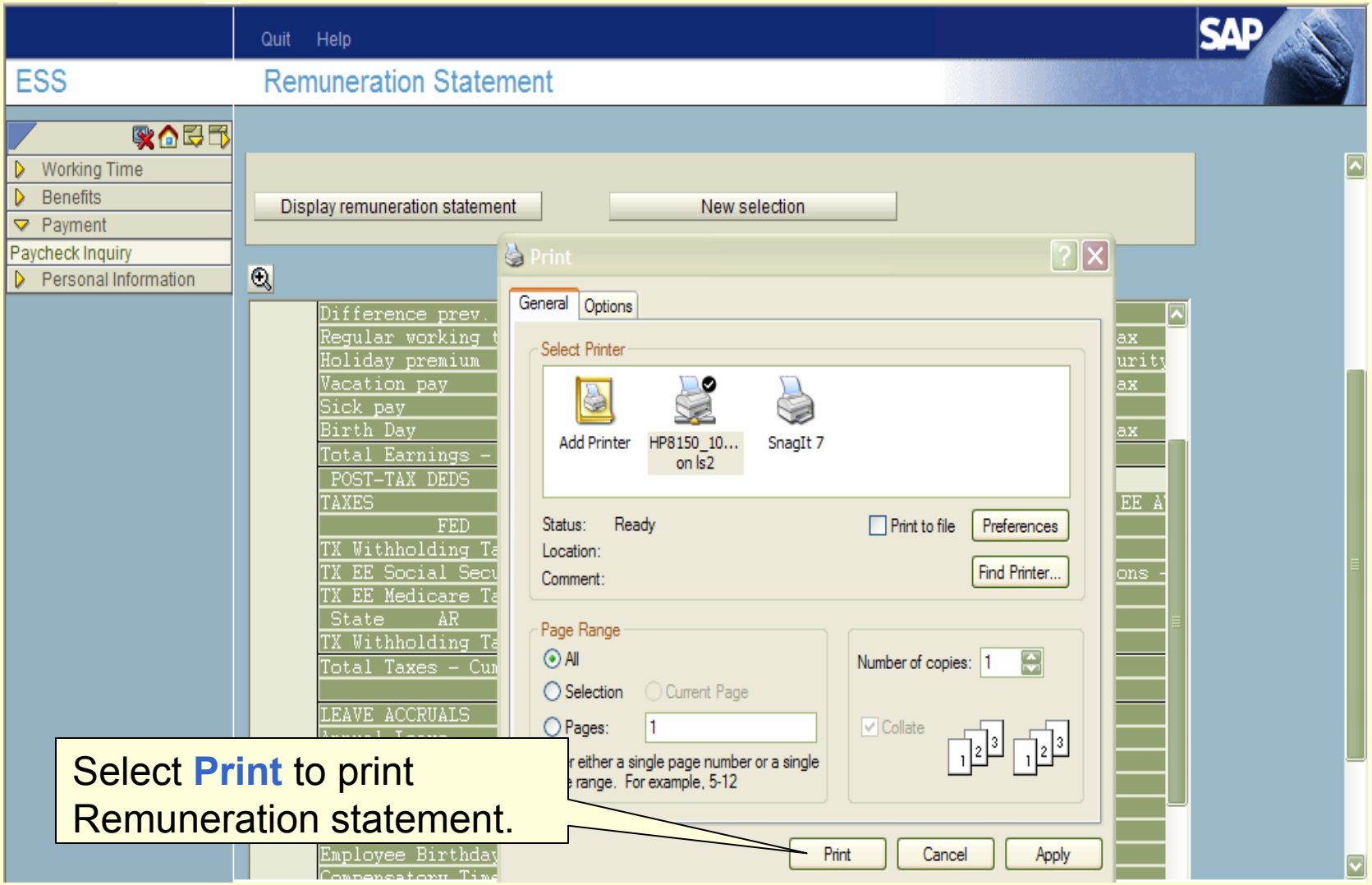

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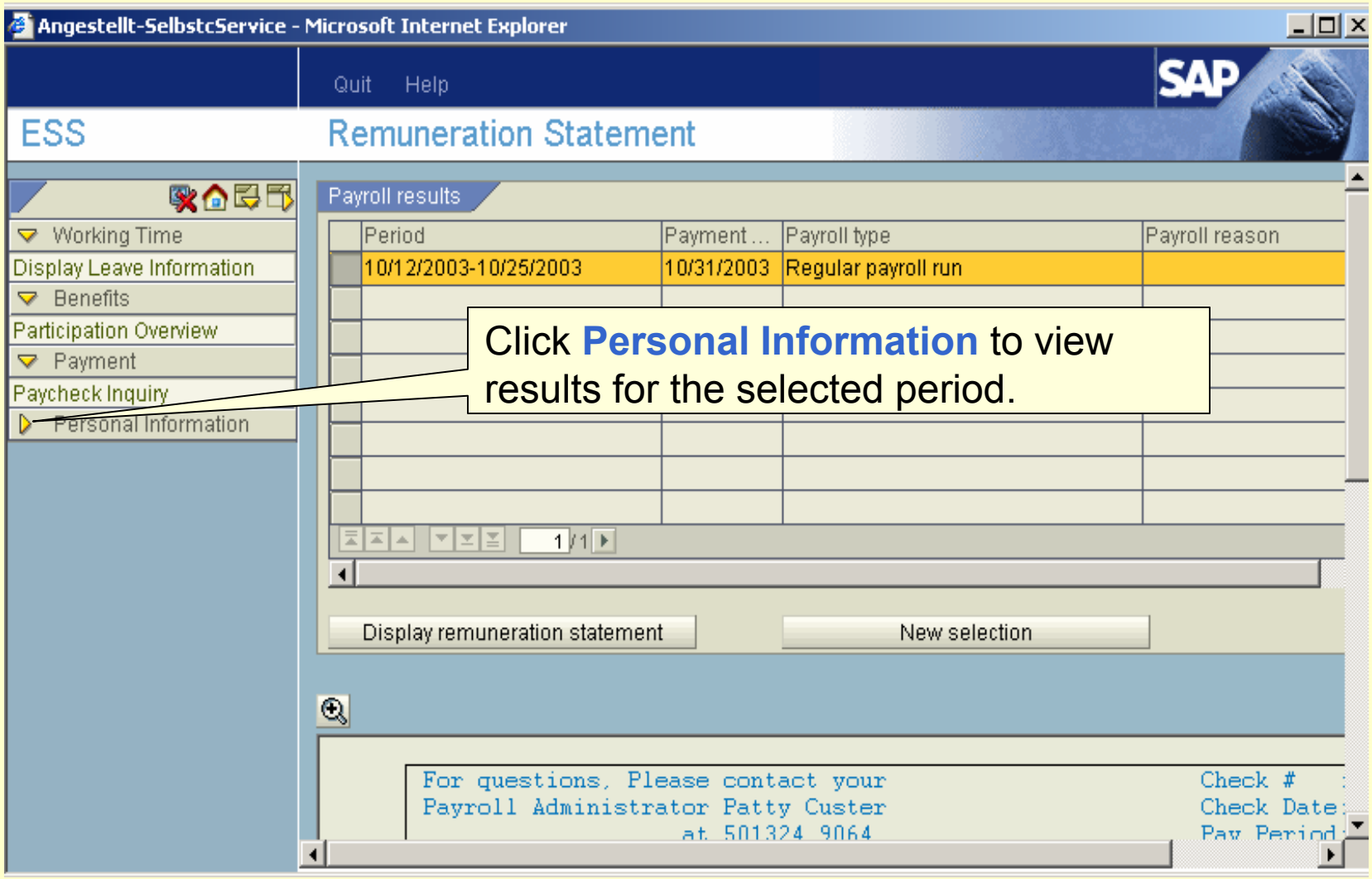

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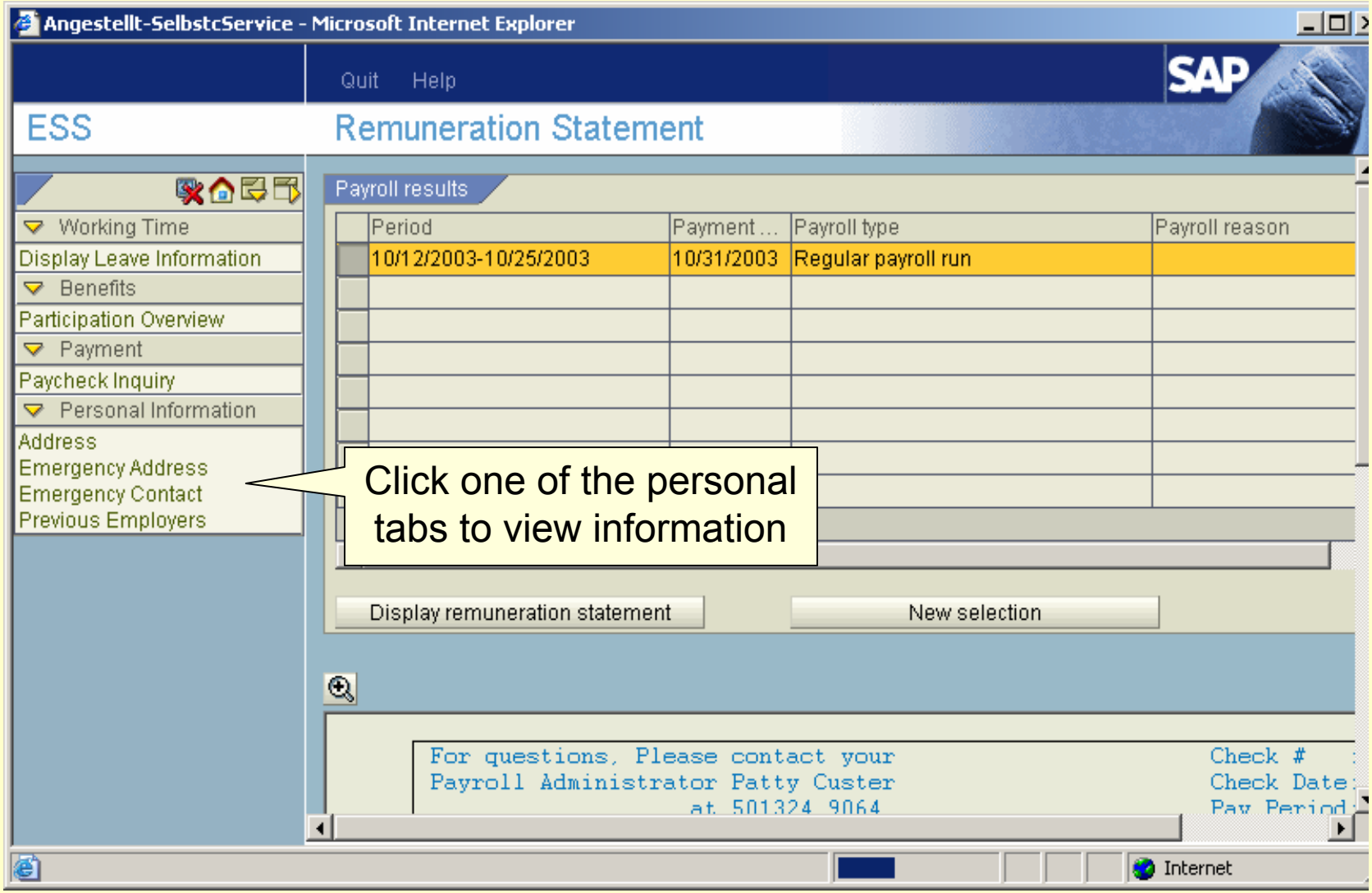
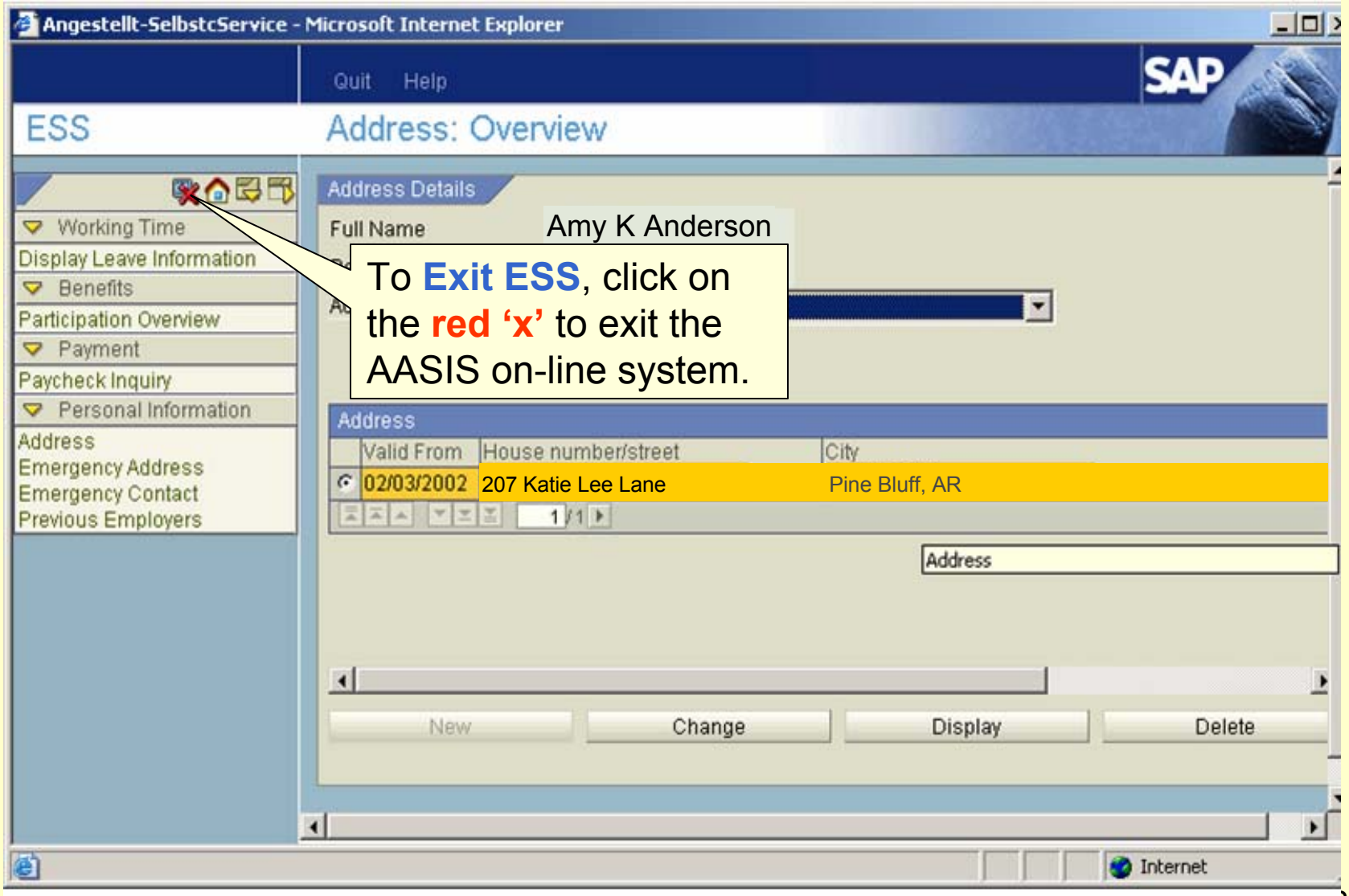
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